PERFORMANCE BASED STATEMENT OF WORK

Air Force Special Operations Forces (AFSOF) - Command and Control Mission Systems Bridge Task (C2MS-BT) GSA Task Order ID: ID04190045

DATE: Apr 15, 2019

GENERAL SERVICES ADMINISTRATION (GSA), Federal Acquisition Service (FAS), Region 4

Assisted Acquisition Services Division (AASD)

Branch B Section 6

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<u>Period of Performance (POP)</u>

Base Period: 01 Apr 2019 - 31 August 2019

Option Period One: 01 Sep 2019 - 30 Nov 2019 (If Required) Option Period Two: 01 Dec 2019 - 29 Feb 2020 (If Required)

| [X] | Firm Fixed Price | [X] | Severable |
|-----|-------------------|-----|------------------------------|
| [X] | Time and Material | [] | Non-Severable (fully funded) |
| [X] | Performance Based | [X] | Incrementally Funded |

Current Amendment or Modification:

Mod 01 as of 4/15/2019 is issued for the following items: (changes highlighted in yellow) 1. ODC and Travel awarded ceilings in Sections 8.9(d.) and 8.10.1 (d.) are updated to the awarded amounts.

- 2. Attachment 1 -Travel Expenses Summary Report will have both the Travel Request and the Travel Expense Summary, templates.
- 3. Attachment 2: The Draft DD Form 254 is replaced with the final signed DD Form 254.

1.0 Introduction.

Work is to be accomplished for the Air Force Special Operations Command (AFSOC), Hurlburt Field, Florida, herein referred to as Client, through the General Services Administration (GSA, Federal Acquisition Service (FAS), Assisted Acquisition Services Division (AASD), Southeast Sunbelt Region. This task directly supports Air Force Special Operations Forces (AFSOF) through a Bridge Task Order in support of operation, maintenance and development of specialized Command and Control Mission Systems (C2MS).

A worldwide mission set and diverse support requirements lead to a wide variety of mission activities at four locations throughout the globe. The C2MS Bridge Task (C2MS-BT) provides primary support to the 492 Special Operations Wing (SOW) and HQ Staff and secondary support to all other AFSOC SOWs, Special Operations Groups (SOG), Special Tactics Groups (STG) and Special Operations Squadrons (SOS).

1.1 Background.

AFSOC is the special operations component of the US Air Force (USAF) also supporting United States Special Operations Command (USSOCOM). AFSOC is responsible for providing all AFSOF for worldwide deployment and assignment to regional unified combatant commands in support of all special operations mission sets. AFSOC's core missions include: Agile Combat Support; Aviation Foreign Internal Defense; Command and Control; Information Operations; Intelligence, Surveillance, and Reconnaissance (ISR); Precision Strike; Specialized Air Mobility, and Special Warfare. Please see Air Force Doctrine: Annex 3-05 Special Operations for a more detailed description.

AFSOF are distinct from conventional forces and are composed of special operations aviation units, special warfare ground teams, dedicated ISR units, aviation foreign internal defense units, and support capabilities. AFSOF require unique training, education, and development, acquisition, and employment of weapons and equipment not standard for other conventional forces. Additionally, AFSOF routinely operates closely with other government agencies, intragovernmental organizations, non-governmental organizations, and other nations' forces.

The AFSOF C2MS-BT provides specialized mission systems and services to support special operations throughout the range of military operations around the globe, 24/7/365

1.1.1 Contractual History.

The previous task order, H92222-11-D-0017-0005 was completed under the SITEC Contract and awarded on 30 Mar 2012 with a start date of 1 Apr 2012. There were 48 Modifications made during the period of performance.

The current AFSOF C2MS task order will expire 31 Mar 2019. When 492 SOACS began the logical follow-on process of re-competing the AFSOF C2MS contract, the 765 SCONF did not have the required manpower to support the contracting timeline, so the award of a GSA task order is the most expeditious means to ensure AFSOF C2MS without a break in service. As part of the transition strategy, GSA will put in place a bridge task order while the solicitation for the 3-year task order proceeds. The bridge task order is anticipated to be a 5-Month base with several options to cover any contingencies associated with the solicitation.

On January 22, 2019, AFSOC engaged GSA AASD to support this Bridge Task. GSA will retain PCO/ACO authority to contract for these services to avoid a break in service following 31 Mar 2019 as needed. As identified in Interagency Acquisition Determinations and Findings document (AFSOC D&F A3 C2MS 22 Jan 19) GSA AASD will use this authority to write and administer a bridge contract.

1.2 Objective:

The Objective of this Performance Work Statement (PWS) is to:

- Identify all Contractor work elements necessary to provide mission critical, special operations tailored C2MS support to AFSOF units, weapons systems, operating centers and other mission nodes to facilitate geographically dispersed SOF and AF operations.
- Identify work requirements, performance metrics, and criteria to allow task order performance evaluation, customer satisfaction and continuous improvement of Contractor operations.

1.3 Period of Performance.

The duration of this task order is a five (5) month Base Period of performance with two (2) - three (3) month Option Periods if required.

Base Period: 01 Apr 2019 - 31 August 2019

Option Period One O1 Sep 2019 - 30 Nov 2019 (If Required) Option Period Two O1 Dec 2019 - 29 Feb 2020 (If Required)

2.0 Scope.

The contractor shall provide critical and unique C2MS support to AFSOF and its associated activities which include the following:

- The Task Order C2MS-BT will provide direct support to the 492 SOW and other AFSOC Special Operations Wings (SOW), Special Operations Groups (SOG), and Special Tactics Groups (STG) and Special Operations Squadrons (SOS). The Contractor shall comply with 492 SOACS Advanced Capabilities Squadron published policies and procedures.
- The Task Order C2MS-BT will provide operations and maintenance of fielded systems and appropriate program management and technical management services to ensure C2MS delivery.
- The Task Order C2MS-BT will provide in-garrison support at four primary locations comprised of: Hurlburt Field, FL (492 SOACS), Cannon AFB, NM (AFSOC/OL-A), Kadena AFB, JA (AFSOC/OL-B), and Mildenhall AB, UK (AFSOC/OL-C). The Contractor shall provide on-site services and will deploy to austere combat locations (up to 7 simultaneously) with Government personnel in support of operations. The contactor will provide AFSOF C2MS support in task areas (identified below) at any time requested. All task areas are mission critical and will be employed to support routine and in-extremis operations.

3.0 Performance Requirements.

3.1 <u>Task 1 – In Garrison C2MS-BT O&M Support.</u> - Firm Fixed Price (FFP)

The Contractor shall provide on-site support at AFSOF permanent operating locations identified in Section 8.1 to ensure they are fully operational and maintained. A listing of C2MS-BT products and services, locations, and units to be supported is provided as Attachment 5 – C2MS-BT Products and Services. This specifies all software, hardware, configurations and architectures identified for use within C2MS-BT.

The Contractor shall provide database, server, network, radio, and client administration, operations, maintenance, and engineering support in accordance with governing publications. A list of applicable documents includes, but is not limited to, items identified in Attachment 9 – List of Applicable Standards. Support will also include interfacing and coordinating with spectrum management agencies and POCs with respect to AOR and theater frequency requirements. These functions will be executed at all designated locations. The Contractor shall perform services during normal business hours as defined below and on call (30 minute response) during weekends and holidays at all AFSOC/OLs. At Hurlburt Field, FL (492 SOACS), the Contractor shall provide services 24 hours a day, 7 days a week when required by the Government. The Contractor shall provide support outside normal business hours and travel as required to support contingency and crisis Operations.

3.1.1 Mobile Systems Administration. Contractor shall provide for all aspects of O&M for Mobile Systems products as identified in Attachment 5 – C2MS-BT Products and Services. Management of mobile devices using enterprise mobile management software is to include purchase and distribution of software licenses. The contractor must be well versed in all Mobile Device Management (MDM) technologies, currently utilizing VMWare Workspace One/Airwatch software in conjunction with Apples Volume Purchase Plan (VPP) technology. Contractor must have the ability to configure and manage mobile devices of all kinds for AFSOC. See Attachment 7 - Government Furnished Property for list of devices to be managed. Currently this involves multiple models of Apple iPads (iOS) and Samsung Galaxy (android) devices running SAMS-EFB and ST C2MS-BT configurations. Contractor shall also vet/screen COTS/GOTS applications and manage their distribution. Provide Tier 2 & 3 support for mobile systems. Interfaces with Squadron MSSO (Mission System Support Officers) for operations support. Contractor must conduct testing of OS build compatibility on hardware and software as new ones are released. Proper configuration management of mobile devices and software is required. Contractor shall identify non-compliance with mobile system

policies and perform enforcement/corrective actions. Contractor ensures that Mobile systems comply with STIGs and other government publications. See Attachment 9– List of applicable standards. Contractor shall provide for management and forecasting of device lifecycle to include tech refresh, currently on a 3 year cycle.

- 3.1.2 Operations. Contractor shall provide for all aspects of O&M for Operations products and services as identified in Attachment 5 – C2MS II Products and Services. Contractor shall support the AOC Weapons System to include Tier 1, Tier 2, and Tier 3 support to the AFSOC Operations Center and other AFSOC unit Operation Centers. This includes, but not limited to client support, network monitoring, and software configurations. Contractor shall maintain servers, switches, routers, firewalls and perform daily systems monitoring, patch/software management, as well as tech refreshes and upgrades. Contractor shall support all AFSOC Tactical RF/Datalink Systems (see Attachment 5 or 7). This includes maintenance of antennas, radio stacks and equipment, performance of Preventative Maintenance Inspections (PMI), upgrades, and tech refreshes. Contractor shall ensure AFSOC's Patriot Excalibur (PEX) instances are operational and patched for both hardware and software. Contractor shall provide Global Satellite Communications (SATCOM)/ Ku-Band Spread Spectrum (KuSS) gateway services as well as Tier 1, 2 and 3 KuSS Support for all AFSOC aircraft platforms in addition to streaming media/ Full Motion Video (FMV) services. Contractor shall support mission planning efforts and coordinate/augment support provided by SOCOM (i.e. via Special Operations Mission Planning Office (SOMPO), Tactical Local Area Network (TACLAN)). See Attachment 5 for a complete list of C2MS II products and services pertaining to Operations.
- 3.1.2.1 Global AFSOF C2MS-BT Reach-Back Support (Help desk). The Contractor shall provide reach-back support from Hurlburt Field, FL for forces at other in-garrison and deployed sites across the world. The Contractor shall provide support for all systems operated by 492 SOACS and used by OCONUS (theater-based, forward-deployed) and CONUS-based AFSOF units. The Contractor shall support the operation of the Mission Systems Support Center (MSSC) and its associated hotline. The MSSC serves a global Service Desk for C2MS-BT issues for all AFSOF units. Contractor shall provide Tier 1 support for all C2MS-BT systems (see Attachment 5 C2MS-BT Products and Services) and forward Tier 2 and Tier 3 support issues and to the appropriate organization. The Contractor shall log, track, and coordinate C2MS-BT issues raised by AFSOF personnel and units, ensuring C2MS-BT issues are resolved. The Contractor shall solve issues on the phone, via remote computer access, and potentially on-site if applicable. The Contractor shall contact internal or external agencies, and on-call experts, to quickly and efficiently solve issues. The Contractor shall provide reach-back support activities including the operations and maintenance of C2MS-BT OL services in support of AFSOF units at sites without dedicated C2MS-BT support. The Contractor shall provide services 24 hours a day 7 days a week at Hurlburt, FL (492 SOACS).
- **3.1.2.2 Continuity of Operations.** Contractor shall provide for continuity of operations for all equipment and services associated with Operations. Contractor shall conduct exercises at least once every six months to ensure maximum availability of services.
- 3.1.3 Specialized Engineering. Contractor shall provide for all aspects of O&M for Software and Platform Engineering as identified in Attachment 5 C2MS-BT Products and Services. Must be well versed in and apply industry standard software development and systems engineering processes, with particular emphasis on requirements management and refinement. Specific areas of expertise required include Cloud Applications & Infrastructure (Amazon Web Services), Windows, Linux (Red Hat), mobile (e.g. iOS, Android), aircraft integration, airworthiness, and datalinks (i.e. Link-16, SADL, IBS, Harris SA, PDA-184, FMV, VMF, MANET). Contractor shall act as SMEs supporting AFSOC/SOCOM technical working groups.

The contractor must conduct testing of build compatibility on hardware and software as revisions are released. Contractor ensures engineered systems (hardware and software) comply with Security Technical

Implementation Guidelines (STIG) and other government publications. See Attachment 9 – List of applicable standards. Contractor shall provide for management and forecasting of system lifecycle to include technology refresh. Contractor shall ensure systems are properly documented.

- **3.1.3.1 Software.** Contractor is responsible for O&M of AFSOC Cloud Infrastructure, Desktop Applications, & SAMS-FoS Applications. Contractor shall also screen COTS/GOTS applications for C2MS use and manage their distribution. The Contractor shall practice rigorous requirements management, project management, change control management and testing during software development efforts to ensure:
 - 1. Deployment Of High-Quality Code That Accurately Meets The Requirements
 - 2. Successful Releases Without Introduction Of Unexpected Problems
 - 3. Minimal Need For Emergency/Corrective Maintenance
 - 4. Minimal Need To Fix The Same Issue Multiple Times
 - 5. Maximum Value Out Of Limited IT Budget Resources

This involves sufficient and appropriate documentation for all systems produced and maintained. Examples of standard documents that will be created or updated include:

- Requirements Definition Document
- System Architecture Document
- Technical Design Document
- Software Specification
- Interface Control Document/Specification
- Test Plans
- Software Requirements Traceability Matrices
- Data Structure Specification
- Release Plan
- Capacity Plan
- Data Conversion Plan
- Operations and Maintenance Manual
- Project Completion Report
- Post Deployment Report
- Decommission Plan
- Post Decommission Report
- **3.1.3.2 Platform Engineering.** The Contractor shall apply knowledge of AFSOC platforms to perform technical assessments. Contractor shall perform analysis of hardware/software solutions, conduct market research and technical evaluations, support vendor demonstrations, develop APIs to interface with systems and perform integration activities with COTS/GOTS. Contractor shall plan, interface, collaborate, coordinate with other program offices, government, and commercial entities on engineering projects as required. Proper configuration management for platform engineering hardware/software is required. Management and forecasting of system lifecycle to include tech refresh and obsolescence is required.
- **3.1.3.3 SAMS-FoS.** Contractor shall provide Tier 1, 2, and 3 support for all SAMS-FoS (i.e. SAMS-C2, SAMS-ESA, SAMS-TGGRs). Contractor shall provide Tier 1 Support for All SAMS-FoS equipped aircraft, carry on kits, and aircrew trainers and simulators. Contractor shall provide support for all aircraft mission networking systems including system troubleshooting, repairs (installation and removal) of equipment and wiring. Contractor shall document performed work in aircraft and simulator maintenance forms and IMDS.

- 3.1.3.2.1 SAMS-ESA. Contractor shall provide Tier 1, 2, and 3 support for SAMS-ESA fielded systems, which includes development, test, and fielding of updated SAMS-ESA builds. Contractor shall apply patches, comply with IA and STIGs and support internal and external (i.e. System Program Office hosted) CCBs. Contractor shall support development and testing and to include determining how systems can work together, engineering hardware and software solutions, analyzing systems and requirements, experimenting and testing solutions, and developing integration and interoperability courses of action. Additionally, contractor shall perform engineering analysis of mission systems, mission network employment, and tactical datalinks on AFSOC platforms. Activities include analyzing aircraft existing mission systems architecture and development and documentation of technical solutions and courses of action for employment of mission systems and mission network employment. Contractor shall develop and maintain schematics. Contractor shall implement a process to solicit and disposition feedback from the customer through crew working groups and deficiency reports. Contractor shall maintain SAMS-ESA support systems which include Tactical Datalinks (LoS/BLOS), FMV, MIL-STD 1553, GPS, client and aircrew monitors. Contractor shall maintain all SAMS-ESA trainers and simulators at all permanent sites.
- 3.1.4 Core Services and Infrastructure. Contractor shall provide for all aspects of O&M for Core Services and Infrastructure as identified in Attachment 5 C2MS-BT Products and Services. Contractor shall administer, maintain, monitor, protect, and report on all network hardware, systems and clients. Must be well versed in and apply industry standard network administration, systems administration, and client administration services. Contractor ensures Core Services and Infrastructure systems comply with STIGs, other government publications, and industry best practices. Contractor shall provide for management and forecasting of system lifecycle to include tech refresh.

Core Services activities include, but are not limited to managing accounts, user and group maintenance, configurations, file transfers, scripting, service management, patching, updating, directory service management, security sweeps, network scans, vulnerability reports, hardware usage scans, disk status, permissions, database management, resource management, and automated monitoring, continuous reporting. Contractor shall monitor all systems for health and compliance with applicable AFIs and governing publications. Contractor shall provide Core Services and Infrastructure reports in a format approved by Client.

Contractor shall be familiar with and deliver Core Services and Infrastructure according to an industry standard (such as Information Technology Infrastructure Library). Examples of specific areas of expertise could include Cloud Applications & Infrastructure (Amazon Web Services, Azure, Google Cloud), Windows 10, Windows Server 20XX, Linux (Red Hat, KALI), mobile (e.g. iOS, Android), next generation firewalls and web application firewalls (i.e. Barracuda, Palo Alto), network hardware (CISCO, Aruba, Juniper), virtual machines and environments (VMWARE, VCENTER, VSPHERE), network monitoring tools (Splunk, Solarwinds, Snort, Wireshark), HBSS tools (McAfee), automation tools (Ansible Tower).

3.1.5 RESERVED

- **3.1.6 Flight Operations.** Contractor may be required to participate in flight operations in the course of providing C2MS-BT support. Activities include installation, observation, troubleshooting, testing, performance monitoring, experimentation, etc. Contractor personnel providing necessary functions in flight will meet requirements for flight operations currently documented in DCMA INST 8210.1 and coordinate activities with the Government Flight Representative.
- **3.1.7 Safety.** The Contractor shall ensure all C2MS-BT task order personnel are briefed, trained, and provided the proper personal protective equipment (PPE) per their respective work environment. Initial safety training and documentation will be accomplished within 30 days of being brought on the contract. Requirements for government-provided PPE will be documented and coordinated with the COR. Training will be documented on an AF Form 55 and maintained by the Contractor and made available upon request by the government.

Contractor ensures compliance with AFSOSH Std 48-9, AFSOSH Std 48-139, AFOSH Std 91-50, and AFOSH Std 91.

Contractor maintenance personnel shall adhere to all Air Force safety standards, technical manuals and generally accepted maintenance practices. As such they are subject to no notice quality assurance inspections of on-going maintenance procedures and post inspections of equipment worked on.

3.2 <u>Task 2 – Program Management, Mission Support, & Engineering</u> – Time and Material (T&M)

3.2.1 Task Order Management. The contractor shall provide task order planning and management support. The contractor shall also provide project management support for the development of plans, milestones, budgets, schedules, and program reviews pertaining to this tasking as required. This shall also include the origination, finalization and distribution of monthly status reports, task order funds status report (CFSR), test reports, any pertinent meeting minutes and any action items that are originated. The contractor shall provide financial support to include planning, projecting, tracking, maintaining and reporting of the financial status of projects.

The contractor is responsible for performance of requirements delineated in this PWS, and shall institute appropriate management actions relative to contractor performance and ensure all personnel meet education, experience and security requirements. The contractor shall be accountable for contractor's compliance and is responsible for ensuring all deliverable products comply with the task order requirements.

- 3.2.2 Systems Engineering. The Contractor shall ensure systems engineering principles are applied to Development & Engineering (D&E) efforts (Section 3.3, 3.4, & 3.5), generally as identified in EIA-632 Processes for Engineering a System (or similar standard) and specifically as it pertains to execution of Attachment 8 AFSOC DnE Process. Contractor shall employ the technical management processes of requirements management, configuration management, and data management at a minimum. All D&E projects shall be properly documented and in accordance with a standard approved by the Client. This includes the development of Department of Defense Architecture Framework (DoDAF) artifacts.
- 3.2.2.1 Capability Lifecycle Management. Contractor shall assist Client in defining Systems Architectures and Technology Roadmaps that align with AFSOC strategic vision and ensures AFSOF C2MS-BT efforts are coherent with command initiatives. Contractor shall ensure project efforts conform to the DoD acquisition process to the extent practicable in order to maximize long-term ROI through repeatable delivery of C2MS-BT capabilities to in-garrison, airborne, ground-based, and mobility environments. This includes the development/refinement of early documentation such as ICD/CDD/CPDs, CONOPs/CONEMPs, & DOTMLPF+P analyses through explicit consideration and documentation of fielding and transition issues (i.e. sustainability, supportability, maintainability, interoperability, etc).
- **3.2.2.2 Project Assessment & Estimation.** Reliable project estimates are critical for AFSOC prioritization of requirements; therefore, the Contractor shall assess and estimate projects with standard techniques in order to provide accurate resources required for proposed D&E. Estimates should include time, money, personnel, and any information impacting project success in contractor format approved by the Government. Project estimates shall be delivered within 4 business days of assignment.
- **3.2.2.3** Configuration Management. The Contractor shall ensure all C2MS-BT capabilities are properly configuration managed (CM) according to an industry standard (i.e. EIA 649). This includes tracking of software in use, licensing, and any technical documentation for C2MS-BT capabilities. The Contractor shall coordinate configuration boards, document and publish approved configurations, and coordinate changes with global AFSOF, other support agencies, and agencies of interest.

- 3.2.3 Information Assurance (IA) and Cybersecurity Services. The Contractor shall ensure all production C2MS-BT systems and solutions are approved and secure for operation on AF, USSOCOM, and other networks across the globe. This includes ensuring all related information assurance (IA) and certification and accreditation (C&A), and Cybersecurity activities for all AFSOF C2MS-BT occur in accordance with applicable governing publications (see also Attachment 10 List of Applicable Standards). The Contractor shall support the Government in coordinating and completing any required IA and C&A actions in conjunction with other contracts, and routinely administer and execute the monthly C2MS-BT update and vulnerability management program. The Contractor shall prepare, submit, and coordinate DoD Risk Management Framework (DoD RMF) and Enterprise Information Technology Database Repository (EITDR) packages and documents upon Government approval. The Contractor shall perform systems security analysis to assess vulnerability using commercial and government procedures and software to develop and distribute monthly and in-extremis C2MS-BT updates and patches as directed by the Government. The Contractor shall provide these services at Hurlburt Field, FL (492 SOACS) during routine business hours. The Contractor shall provide support outside these hours and at other locations to support operations when required by the Government.
- **3.2.4 Logistics.** The Contractor shall provide comprehensive 24/7 logistics support for C2MS-BT Products and Services (see Attachment 5) fielded by 492 SOACS at all permanent places of performance. The primary driver is the SAMS-FoS and its sub-suites, including:
 - SAMS-C2, SAMS-C2U
 - SAMS Enhanced Situational Awareness (SAMS-ESA),
 - SAMS Tactical Ground Gateway Receiver Suites (SAMS-TGGRS)
 - SAMS Electronic Flight Bag (SAMS-EFB)
 - All associated systems fielded by 492 SOACS at Hurlburt and all OL sites.

The contractor shall manage the C2MS-BT warehouse and associated systems, software, hardware, components to meet asset management and inventory management programs, including DRMO process.

Work accomplished will be documented and equipment will be cleared for use in compliance with documented US Air Force maintenance processes and practices, to include TO 00-20-1 and AFI 21-101.

3.2.4.1 Reserved

- **3.2.4.2 SAMS-ESA Platforms.** SAMS-ESA support, including carry-on kits, aircrew trainers and simulators is required for all AFSOC platforms. Additionally, SAMS-ESA software build support is also required for ACC C-130 platforms.
- 3.2.5 Training Materials and Graphics Development. The Contractor shall ensure operators and support personnel have proper training materials to enable use and support of C2MS. The Contractor shall develop syllabi, student and instructor guides, checklists, training media, user manuals, briefing slides, handouts, reference materials, gradebooks, surveys, and other graphic arts for approval by the Government. The Contractor shall provide quality materials, written according to a technical writing standard, within 14 days of a request by the Government. Materials developed by the Contractor shall be based on input from operators, subject matter experts, and others from the C2MS-BT support team. The Contractor shall provide rapid response training for critical situations when requested by the Government. Contractor shall provide recurring training for SAMS-ESA as required. All materials developed will be in accordance with 492 SOW accepted formats, meet applicable guidelines and approved by the Government. Contractor shall assist with the transition of training programs to long term sustainment entities (school house). The Contractor shall provide support outside these hours and at other locations to support operations when required by the

Government.

- 3.2.6 Government Programs & Additional Duty Support. As required, contractor personnel will perform, or assist in the performance of additional duties that are not specifically mandated to be performed by Government personnel. Additional duties may include, but are not limited to the following: Technical Orders, Facilities, Safety, Security, Consolidated Tool Kits, Vehicles, Equipment Custodian, Test, Measurement, Diagnostic Equipment, Vehicle Control Officer, Integrated Maintenance Data System monitor, and Electrostatic Discharge Sensitive (ESDS). Contractor shall provide support in the following areas at a minimum:
 - 3.2.6.1 Security Management Support.
 - 3.2.6.2 Tool Program.
 - 3.2.6.3 Electro Static Discharge (ESD) Program.
 - 3.2.6.4 Test, Measurement and Diagnostic Equipment (TMDE) Program.
 - 3.2.6.5 Spectrum Management Program Support.
 - 3.2.6.6 Lock-Out/Tag-Out (LOTO) Program.
 - 3.2.6.7 Technical Order Distribution Office (TODO) Program
 - 3.2.6.8 Work Order Residue Program.
 - 3.2.6.9 Maintenance Data Collection and Preventive Maintenance Inspection (PMI) Programs within the Integrated Maintenance Data System (IMDS).
 - 3.2.6.10 Emissions Security (EMSEC).
 - 3.2.6.11 Communications Security (COMSEC)
 - 3.2.6.12 Custodian Authorization/Custody Receipt Listing (CA/CRL).
 - 3.2.6.13 Information Technology Asset Management (ITAM).
- 3.2.6.1 Security Management Support. The Contractor shall ensure requirements for safeguarding classified information and classified materials, for obtaining and verifying personnel security clearances, for verifying security clearances and indoctrination of visitors, for controlling access to restricted areas, for protecting government property, and for the security of automated and non-automated management information systems and data are fulfilled. Contractor shall immediately notify an appropriate Government official if any security incident or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

The Contractor shall provide security management support. Typical efforts include, but are not limited to, performing classified document control functions, classified materials inventories, program access requests, preparing and monitoring personnel indoctrination and debriefing agreements, and maintaining and using security-related databases. Contractor personnel will be authorized to courier classified information up to the SECRET level in performance of official duties upon approval of and designation by the COR.

3.2.6.2 Tool Program. The Contractor shall ensure all government procured tools are tracked and maintained in accordance with DoD, AF and local regulations. All non-government tools will be identified separately from government resources. The Contractor shall ensure all personnel have been trained on proper tool procedures. Tool procedures training will be documented for all personnel within 30 days of being assigned to the contract. Contract personnel will be briefed on the operational hazards and safe operating procedures for specialty tools such as power tools, soldering irons, and others prior to them being used. The Contractor shall document the training on a safety form 55. Government and Contractor spot inspections will be

- completed and documented quarterly to ensure proper tool procedures are used. The Contractor shall maintain a tool program continuity binder and make it available upon request for inspection by government representatives.
- 3.2.6.3 Electro Static Discharge (ESD) Program. The Contractor shall maintain ESD work stations at applicable locations in accordance with all AF and local regulations. The Contractor shall ensure all personnel are trained on the proper handling of ESD sensitive components, proper wrist strap procedures, proper grounding of equipment, and the proper ESD cleaning of all ESD workstations. The Contractor a will oversee and ensure annual ESD refresher training is documented and tracked on all personnel. ESD training is required for all task order personnel prior to working on any government owned equipment and within 30 days of being assigned to the task order task. Government and Contractor spot inspections will be completed and documented quarterly to ensure proper ESD procedures are used. An ESD continuity binder will be maintained and available upon request for inspection.
- **3.2.6.4 Test, Measurement and Diagnostic Equipment (TMDE) Program.** The Contractor shall use and maintain GFE provided TMDE in accordance with all applicable DoD, AF, and other applicable government governing guidance. TMDE will be certified by the servicing TMDE agency. All TMDE will be tracked and certified. The Contractor shall assign and train a primary and alternate TMDE monitor for each area that utilizes test equipment that requires calibration. The Contractor shall maintain a TMDE continuity binder and make it available upon request for inspection by the government.
- **3.2.6.5 Spectrum Management Program Support.** The Contractor shall coordinate and communicate RF spectrum requirements and assignments at each operating location in accordance with applicable DoD, AF, USSOCOM, and local governing publications. The Contractor shall provide a communications spectrum plan in traditional AF and Special Operations communications matrix formats. The communications matrix will be published and distributed monthly or upon change, whichever is sooner, to all affected operating and support units as it relates to C2MS-BT services.
- **3.2.6.6 Lock-Out/Tag-Out (LOTO) Program.** The Contractor shall establish a LOTO program for all applicable sites in accordance with DoD, AF, USSOCOM, and local guidance. The Contractor shall document procedures and provide them to government representatives upon request.
- **3.2.6.7 Technical Order Distribution Office (TODO) Program.** The Contractor shall ensure a unit TODO program is established and maintained for all assigned supported units. The Contractor shall ensure TODO is established per DoD, AF, USSCOM, or local guidance. A government-approved system of record, such as the Enhanced Technical Information Management System (ETIMS) or an equivalent government-approved system, will be used to centrally manage all Technical Orders. The Contractor shall ensure Technical Orders are current and up-to-date at all times. The Contractor shall prepare a TODO continuity binder and make it available upon request by the government. The Contractor shall conduct training on such procedures, and applicable governing publication guidance within 30 days of being assigned. Government and task order spot inspections will occur quarterly to ensure compliance.
- **3.2.6.8 Work Order Residue Program.** The Contractor shall ensure each applicable operating location has a centralized storage location for all government procured work order residue items. Items sensitive to static discharge will be stored properly in ESD bags and labeled according to DoD, AF, USSOCOM, and local regulations. The Contractor shall establish a work order residue equipment inventory for all equipment and updated any time equipment is added or deleted from the inventory list. Inventories will be centralized and available for inspection by the government upon request. A 100% accuracy is expected in order to properly fund and purchase supply items. DD Form 1574, 1577-2 and 1577 will be utilized extensively and attached to all equipment to identify its operational status: Serviceable, Unserviceable/Repairable and Unserviceable Assigned. Government and task order spot inspections will occur quarterly to ensure compliance.

3.2.6.9 Maintenance Data Collection and Preventive Maintenance Inspection (PMI) Programs within the Integrated Maintenance Data System (IMDS). The Contractor shall ensure all government-owned equipment is loaded and maintained in IMDS or a government-approved system of record. Equipment PMIs will be loaded against all equipment in accordance with applicable Technical Orders or commercial-off-the-shelf manuals. In the absence of specific equipment PMI guidance, the Contractor shall establish PMI requirements and inspection cards for COR approval. Once approved, the Contractor shall ensure the PMIs are loaded against the applicable equipment. An IMDS continuity binder will be maintained by the Contractor for this program and available upon request for inspection. The Contractor is responsible for ensuring all required personnel acquire access to IMDS and are trained on its operational use. IMDS procedures will be briefed by the Contractor to all personnel within 30 days of assignment to associated task order duties. The Contractor shall ensure all personnel are trained and familiar with proper maintenance practices in accordance with industry and government standards.

The task order will provide dedicated resources within the task order team in order to track all equipment PMIs and publish them in an approved maintenance and communications support plan sent out monthly while assisting in the capture and information management of this critical information, essential to reporting requirements outlined by the Government.

- **3.2.6.10 Emissions Security (EMSEC).** The Contractor shall manage and run EMSEC programs, including TEMPEST, at all applicable operating locations. The EMSEC program shall be run in accordance with applicable DoD, AF, USSOCOM, local, and other governing publications. This does not include running the EMSEC programs for the supported units at each operating location but targets specific facilities for support which is for Hurlburt Field Bldg.'s 90068, 90069, 90349, 90322, and 90618.
- **3.2.6.11 Communications Security (COMSEC).** The Contractor shall designate primary and alternate communications security officers at each applicable operating location in order to support associated C2MS. The Contractor shall perform all associated COMSEC duties in order to ensure all C2MS-BT radios can run and be supported by the task order team in classified encrypted modes. The COMSEC programs will be run in accordance with applicable DoD, AF, USSOCOM, local, and other governing publications.

- **3.2.6.12 Custodian Authorization/Custody Receipt Listing (CA/CRL).** The Contractor shall designate primary and alternate CA/CRL equipment custodians in order to support associated C2MS. The Contractor shall perform all associated CA/CRL duties in order to ensure all C2MS-BT can be operated and supported effectively. The CA/CRL programs will be run in accordance with applicable DoD, AF, USSOCOM, local, and other governing publications.
- **3.2.6.13 Information Technology Asset Management (ITAM).** The Contractor shall designate primary and alternate Information Technology Equipment Custodians (ITEC) at each operating location in order to support associated C2MS. The Contractor shall perform and manage all associated ITAM responsibilities. The ITAM program will be run in accordance with applicable DoD, AF, USSOCOM, local, and other governing publications.
- **3.2.7** Client Services. The Contractor shall provide client support services for 492 SOACS, AFSOC AOC, & AFSOC Wg/Gp OCs.
- **3.2.8 Engineering Facility Support.** The Contractor shall provide facility management for Systems Processing and Integration Facility (SPIF) and Fabrication Lab to ensure radios, and equipment properly function. See Attachment 7 for list of equipment to be maintained. Newly procured equipment will be tested, maintained and added to applicable accounts.
- **3.2.9 Development & Engineering, Enduring Product Management.** In addition to O&M, fielded C2MS-BT systems require incremental and evolutionary upgrades in response to mission. The contractor shall manage and develop new features as part of the lifecycle management of fielded C2MS-BT capabilities based on priorities provided by the Government. Contractor shall perform technical management processes necessary to ensure fielded hardware and software receive product upgrades and tech refreshes under appropriate configuration management. See Attachment 5– C2MS-BT Products and Services for a list of fielded capabilities.
- 3.2.9.1 Mobile Systems Engineering. Contractor shall support the integration of other COTS/GOTS products to extend mobile system capabilities per AFSOC requirements. Contractor shall perform analysis, compatibility testing and provide Course of Action (COA) recommendations on implementation of incremental upgrades. Contractor shall support development and maintenance of Content Management for mobile systems (currently Plone). Contractor shall ensure new capabilities securely interfaces between mobile systems and other networks/applications, etc in accordance with government regulations and policy. Contractor shall develop applications for mobile devices including transition existing capabilities to a mobile environment as well as new development.
- 3.2.9.2 Core Services and Infrastructure. Contractor shall support the evolution of Core Services per AFSOC requirements. Contractor shall integrate other COTS/GOTS products to extend Core Services capabilities per AFSOC requirements. Contractor shall perform analysis, compatibility testing and provide COA recommendations on implementation of incremental upgrades, including expansion of networks and development of new networks. Contractor shall ensure new capabilities securely interfaces between existing networks/applications, etc in accordance with government regulations and policy.
- **3.2.9.3 AFSOC Cloud.** Contractor shall facilitate migration of applications to the AFSOC Cloud. Contractor shall provide for external cloud tenants, ranging from unmanaged to fully managed, and support deployment of external applications as necessary. Contractor shall monitor and report tenant usage and associated costs. Technical Account Managers will be used as the prime interface to the tenant.

3.2.10 Development & Engineering, Rapid Response. The Contractor shall provide on-demand, rapid response engineering on emergent AFSOF requirements identified by Client. Requirements are driven by current operations and not known in advance. If multiple requirements occur at the same time or if the scale of the project exceeds capacity, Client will prioritize the efforts and/or provide additional resources. When not actively engaged in a Rapid Response D&E effort, contractor personnel assigned to this task will be available to pursue priorities on other tasks identified in this PWS.

Typical Rapid Response activities include any/all of the following: analysis, estimation, development, design, testing, integration, fielding, training, maintenance, and support and may apply to any AFSOC mission set (air, ground, network, etc).

Required capabilities could include:

- Aerospace/Mechanical Engineering
- Computer/Electrical Engineering
- Network Engineering
- Project Management
- RF Engineering
- Software Engineering
- System Engineering
- Cybersecurity

Contractor shall adhere to the AFSOC D&E process (Attachment 7), but may waive certain requirements with approval of the COR due to the time sensitive nature of this task. The following two sections describe use cases as exemplars of this requirement.

- **3.2.10.1 Rapid Response, Typical Use Case.** AFSOF Team A has a requirement to ingest new information into the aircraft systems through SAMS-ESA and feed it to an operations center. This capability requires the integration of hardware and software to enable current operations access to the new data.
- **3.2.10.2 Rapid Response, Limited Use Case.** An AFSOC platform requires the incorporation of a new physical sensor within days/weeks.
- 3.2.11 Development & Engineering, New Development. The contractor shall provide expandable capacity for engineering services to develop new C2MS-BT capabilities. Additional resources may be provided by the Client to pursue priorities above baseline capacity. All projects will be prioritized by Client based on operational needs/modernization requirements and may apply to any AFSOC mission set. Contractor shall participate in AFSOC's innovation process (currently the Systems, Science & Technology (SST) sub-IPT) to develop deliverables according to the AFSOC D&E process and systems engineering principles. Contractor shall propose and document a method to produce reliable project estimates/completion dates for new projects, appropriately accounting for utilization of resources. Contractor shall assign a project manager (and a technical subject manager expert, when appropriate), who will interface with the assigned government point of contact for the project. Contractor shall manage project execution, milestones and provide a method for continuous/real-time status accounting.

Generalized requirements for all projects in this task include the following, but not limited to:

The Contractor shall ensure all operating mission nodes (operations centers, airborne weapon systems, ground

teams, and other AFSOF) can interoperate and execute synchronized mission activities via their mission systems, connected through various mission networks. The Contractor shall ensure systems are interoperable and networked within and external to AFSOF, especially between AF and SOF systems. The Contactor will integrate conventional, special operations, and other systems and applications into light, lean, integrated, interoperable, and scalable packages that are used in-garrison and deployed. The Contractor shall accomplish this by providing higher order systems, IT engineering, analysis, and baseline systems development for AFSOF C2MS-BT employment. The Contractor shall develop computer and other device configurations, builds, and system tests. The Contractor shall provide security analysis, support C2MS-BT training, develop C2MS-BT standards for Government approval, including establishing standard system architectures and attributes for developed hardware and software solutions. Contractor shall analyze items of interest for other command agencies in support of acquisitions and requirements processes. Contractor personnel working in this functional area will be able to engineer and solve time critical problems. The Contractor shall provide services at Hurlburt Field, FL (492 SOACS) during routine business hours. The Contractor shall provide support outside these hours and at other locations to support operations when required by the Government.

- **3.2.11.1 Technology Exploitation.** Contractor shall support all activities related to the fielding of new C2MS-BT capabilities for AFSOC mission sets, including but is not limited to; identification of promising technologies; pursuit of unique capabilities; analysis of existing COTS/GOTS/Open Source technologies; development of technical project proposals and plans; adaptation, customization, and configuration of technology for demonstration and operational use; testing (verification and validation); development of appropriate documentation such as technical data packages, system manuals, training materials, etc; and supporting Client innovation efforts.
- **3.2.11.2 Software Development.** Contractor shall develop new C2MS software capabilities as identified by Client and apply industry best practices and documents identified in section 3.1.3.1 to new development efforts. Attachment 8 AFSOC DnE process applies to software projects.

3.3 Task 3 – Deployed C2MS-BT Support – Time and Material (T&M)

Contractor shall provide full-time C2MS-BT field support for forward deployed operating locations as required by Client, usually in response to an operational need or request for exercise support. Support will be provided in accordance with Para 3.1.5 and may include any fielded C2MS-BT identified in Task 1. Assigned contractor personnel will provide direct Tier 1 support to operational units and ensure fielded C2MS-BT are properly configured, patched, secured, maintained, and operational for global AFSOF employment. Contractor shall document and perform field tests and troubleshooting of mission equipment and utilize Tier 2 & 3 reachback support as appropriate to address field issues. C2MS-BT support at seven global locations are anticipated at any given time - See Section 8.1: Places of Performance and Attachment 1: Travel Expense Summary to estimate level of support. Location and level of support will vary based upon operational requirements.

- **3.3.1 Combatant Command (COCOM) Theaters of Operation.** Contractors located in COCOM Theaters of Operation, shall comply with all COCOM requirements for a contractor for entry into that Theater. The following list is for example and is not intended to be all inclusive since the requirements are different by Theater:
 - 1. Fit For Duty Determinations (Government only provides the required form; contractor must have a physician complete while completing a physical at contractor expense, must also complete dental exam and must obtain eyeglass prescription if applicable to get gas mask spectacle inserts)
 - 2. Gas mask spectacle inserts (Government provided)

- 3. Passports (Contractor's Reimbursable Expense)
- 4. Visas (Contractor's Reimbursable Expense)
- 5. Country Sponsorships (Contractor's Reimbursable Expense)
- 6. Arms Control Export Act for transport of chemical protective equipment (Contractor's Reimbursable Expense)
- 7. Defense Base Insurance Act (Contractor's Reimbursable Expense)
- 8. Protective measures such as:
 - a. Required immunizations (Contractor's Reimbursable Expense for all State Department required immunizations; Government will only provide anthrax and/or smallpox if required for the applicable area)
 - b. Chemical Warfare Equipment Training and Equipment (Government provided)
 - c. Gas Mask Fit Testing (Government equipment, contractor self-help)
- 9. Geneva Convention protocols and Geneva Convention Identification Card which is also the Common Access Card (Government provided)
- 10. Contractor's "orders" (official nomenclature is a "Letter of Authorization") (Government provided)
- 11. Sexual Assault Prevention Training (Government provided)
- 12. Law of Armed Conflict (Government provided)
- 13. DNA sampling (Government provided)
- 14. Prohibition in Trafficking in Persons (Government provided)
- 15. Anti-Terrorism / Force Protection Training (Government provided)
- 16. Moderate Risk of Isolation Training (Government provided)

4.0 Performance Matrix.

| PWS Task | Required Service | Desired Results | Performance Indicator | Acceptable Quality Level | Surveillance Method |
|----------------------|--|---|--|---|---|
| PWS 3.1 Task 1 | In Garrison C2MS O&M Support | 95% compliance with applicable regulations. Maximized Service uptime. | Completeness, accuracy, timeliness | Meet PWS requirements 95% of the time; >99% uptime for all PMO/SOF systems; | CDRL-MSR, Periodic Inspection, Metrics |
| PWS 3.2 Task 2 | Program Management and Mission Support | Disciplined delivery of C2MS services - timely, properly documented, coordinated, monitored, and managed. | Completeness, accuracy, timeliness | PMBOK or similar standard, AFSOC D&E Process | CDRL-MSR, Periodic Inspection, Metrics |
| PWS 3.2.9 | Development & Engineering, Enduring Product Management | Portfolio of C2MS Products & Services are updated, enhanced, and evolve to user needs. | Completeness, accuracy. | Meet PWS requirements 95% of the time | Metrics, Periodic Inspection |
| PWS 3.2.10 | Development & Engineering, Rapid Response | Solutions meet operational needs. | Timeliness, suitability | 90%+ Project completion rate | Design Reviews (AFSOC D&E Process), Customer Feedback |
| PWS 3.2.11 | Development & Engineering, New Development | Full participation in Command Project Process; | Documentation, timeliness, throughput | All milestones documented; | Design Reviews, 3 rd party audits, Customer Feedback |
| PWS 3.3 Task 3 | Deployed C2MS Support | All AFSOF C2MS function properly in support of mission requirements (operations and exercises). | Operational feedback from requestor, breadth of support, effective use of reachback. | Meet PWS requirements 95% of the time | User Surveys, Customer Feedback |
| PWS 8.9 | ODC Reporting | Solutions meet operational needs. | Timeliness, Completeness, & Accuracy. | All ODC Requirements are documented; | Metrics, Periodic Inspection |
| PWS 8.10.1 | Travel Reporting | Solutions meet operational needs. | Timeliness, Completeness, & Accuracy. | All Travel Requirements are documented; | Metrics, Periodic Inspection |
| PWS 8.16 | Monthly Status Reporting | Solutions meet operational needs. | Timeliness, Completeness, & Accuracy. | Not Later Than the 10th day of each month | Metrics, Periodic Inspection |

- **5.0 General Task Order Deliverables.** All deliverables shall be delivered to the Contacting Officer Representative (COR), or the Alternate Contacting Officer Representative (ACOR) no later than the dates specified in the Performance Matrix or other Government-approved schedule. All deliverables become property of the Government.
- **5.1 Initial Business Meeting.** Within ten (10) work days following the task award date, the contractor shall meet with the Client Representative to review goals and objectives of this task order and to discuss technical requirements
- **Records/Data.** All data and data rights associated individual task orders under this task order become the property of the U. S. Government in accordance with DFARS 252.227-7015 Technical Data--Commercial Items. (Feb 2014).
- **7.0 Inspection and Acceptance.** Inspection and acceptance will occur in accordance with *FAR* **52.246-6, Inspection of Services Time and Material and Labor Hour** (May 2001) and FAR 52.246-4 Inspection of Services—Fixed-Price. (Aug 1996) in the absence of other agreements negotiated with respect to time provided for Government review, deliverables will be inspected and the contractor notified of the COR or ACOR findings within five (5) work days of a bilateral scheduled review. If the deliverables are not acceptable, the COR or ACOR will notify the contractor within one (1) working day of the review. Acceptance of invoices shall constitute acceptance of performance.
- **7.1 Quality Control.** The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the GSA Contracting Officer (CO) for acceptance not later than ten (10) working days after award. The GSA CO will notify the contractor of acceptance or required modifications to the plan. Upon the CO's notice of modification, the contractor shall make appropriate changes or corrections to the plan within ten (10) working days. The GSA CO will provide approval or disapproval of the modifications of the plan within twenty (20) working days from modification submission. The QCP shall include the following minimum requirements:
 - **a.** A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
 - **b.** A description of the methods to be used for identifying and preventing defects in the quality of service performed.
 - **c.** A description of the records to be kept to document inspections and corrective or preventative actions taken.
 - **d.** All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.
- **Quality Assurance.** The government shall evaluate the contractor's performance under this task order in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the Client Representative or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the client Program Manager or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the GSA Contracting Officer as a result of surveillance will be according to the terms of the task order.

8.0 General Task Order Requirements

8.1 Place of Performance. The contractor shall perform duties at the following CONUS and OCONUS locations. Performance at geographically separated locations is allowable with precoordination with and acceptance by the Contracting Officer Representative.

Permanent:

- 1. Hurlburt Field, FL (multiple) Primary Location
- 2. Cannon AFB, New Mexico (AFSOC/OL-A)
- 3. Kadena AFB, Japan (AFSOC/OL-B)
- 4. Mildenhall AB, United Kingdom (AFSOC/OL-C)
- 5. Harrisburg, PA

Temporary:

- 1. Yokota AB, Japan
- 2. Oklahoma City, OK
- 3. Duke Field, FL
- 4. Tampa, Florida
- 5. Kirtland AFB, New Mexico
- 6. Nellis AFB, Nevada
- 7. Republic of Korea
- 8. Ft Meade, Maryland
- 9. Anderson AFB, Guam
- 10. Bagram Air Base; Kandahar, Afghanistan
- 11. Udon Thani, Thailand
- 12. Philippines
- 13. Djibouti
- 14. Kuwait
- 15. Iraq
- 16. Niger
- 17. Turkey

- 18. Saudi Arabia
- 19. Bahrain
- 20. Australia

NOTE Contractors are not permanently assigned to the temporary locations listed above. Contractors may be directed by Client under this task order to travel to those and other unknown/classified locations to provide temporary services during exercises and contingency operations. (For specific details, see Section 8.8, Contractor Furnished Items and Facilities and Section 8.10.1, Travel).

8.2 Personnel

- **8.2.1 Non-Disclosure Agreements.** All contracted C2MS-BT support personnel will sign a non-disclosure agreement that prevents sharing of certain information with their company, Subcontract Company, other units, and other businesses not directly related to support tasks. This includes not sharing C2MS-BT specific information with parent company management.
- **8.2.4 Mission Essential Services Determination:** Performance of Services during crisis declared by the President of the United States, the Secretary of Defense, or Overseas Combatant Commander. The performances of these services are considered to be Non-Mission essential during time of crisis. Should a crisis be declared, the Contracting Officer or his/her representative will verbally advise the Contractor of the revised requirements, followed by written direction.
- 8.2.5 Continuation of Operations Plan: Hurlburt Field, FL is subject to mandatory evacuations in the event of minor and major hurricanes. The first priority is the safety of all government and contractor personnel. If the Commanding Officer of the Base declares an Emergency that will close the base, all contractor personnel shall depart the base and take personal safety measures. If requested by the COR and approved by the Contracting Officer, Contractor personnel may Telework on their assigned task. Any Contactor personnel working CONUS or OCONUS, whose work is not affected by the base closure may still work on task or return to their duty Place of Performance in accordance to PWS Section 8.10.1 Travel. Only hours actually worked on behalf of the government will be accounted for reimbursement. Any Task affected by an emergency base closure that had a quoted delivery date will be reevaluated on a case by case basis, since some Tasks will be developed off base or in a CONUS or OCONUS location.
- 8.2.6 Hours of Operation. Normal duty hours for field support employees are based on the projected flying schedule. The contractor shall provide maintenance coverage to support the flying schedule. Other than Normal Duty Hours: There may be mission situations that require the contractor to work other than normal hours; i.e., 24-hour coverage. Some of these situations are military exercises, contingency operations, weekend standby, or weather emergencies. Such scheduling may require contractor work to be accomplished at times other than normal duty hours; the COR will approve work outside normal duty hours when required.
- **8.2.7** Extended Hours. Extended hours may be authorized on this task order. Extended hours are defined as any hours in excess of eighty (80) hours in a two (2) week billing period. Any use of extended hours must be pre-approved in writing by the COR or ACOR.

- **8.3 Task Management.** The client will identify a Client Representative. Management of this task will be performed by GSA through the Client Representative. The Client Representative will provide technical assistance and clarification required for the performance of this task, participate in project meetings, and receive task order deliverables. Deliverables must be submitted through or documented within GSA's GSA ASSIST web-based order processing system for client acceptance.
- **8.3.1** Contracting Officer's Representative (COR) and Assistant Contacting Officer Representative (ACOR) Designation. Pursuant to DFARS 252.201-7000, before task order award, the GSA Contracting Officer will appoint a COR and ACOR and issue a COR appointment letter stating the authority for the COR. The contractor shall receive a copy of the written designation.
- **8.3.2 Key Personnel.** Prior to award, the contractor is not required to identify key personnel by name. If awarded this order, the contractor shall identify key personnel by name and ensure that any substitution of key personnel provides an equally or higher qualified individual. Any substitution of personnel must be of equally qualified individuals as those identified in the contractor's quote. Key personnel may not be added nor removed from the task without written notice to the GSA Contracting Officer. The written notice must be submitted at least 15 days prior to personnel actions.

8.3.3 Key personnel to be identified after award include the following:

Task Order Lead: Contractor shall provide a Task Order Lead located at Hurlburt Field, Florida who will also serve as the installation's Site Lead. Contractor assigned to this function shall possess at least 10-12 years of recent and relevant experience, and training in equipment installation, maintenance and operations, aircraft operations, aircraft avionics, and maintenance management.

OL Site Leads: Contractor personnel assigned to this function shall possess a minimum of 6 years of recent and relevant experience, and training in equipment installation, maintenance and operations, aircraft avionics, and maintenance management.

Systems Engineering Lead: Contractor shall provide a Systems Engineering Lead located at Hurlburt Field, FL who will serve as the technical focal point for C2MS fielded systems and developed capabilities. Contractor assigned to this function shall possess at least 10 years of recent relevant experience in systems design/architecture, information technology, software development, and cloud development. Contractor assigned must be familiar with equipment installation, maintenance and operations, aircraft operations, aircraft avionics, maintenance management.

In Garrison O&M Lead: Contractor shall provide an In Garrison O&M Lead at Hurlburt Field, FL who will serve as the focal point for operational C2MS issues. Contractor assigned to this function shall possess at least 10 years of recent and relevant experience in IT, distributed IT service management, and possess relevant industry certifications (i.e. Information Technology Infrastructure Library). Familiarity with training in equipment installation, maintenance and operations, aircraft operations, aircraft avionics, and maintenance management.

8.3.5 Medical Screening Requirements. Contractor personnel shall have medical screening requirements for OCONUS staff and will comply with the respective COCOM requirements. For

example, some OCONUS locations are in Southwest Asia as identified in paragraph 8.1 and USCENTCOM has medical screening requirements for entry into the Southwest Asia Theater of Operations. These requirements change periodically and were last updated in January 2010. Joint Contracting Command Iraq/Afghanistan CLAUSE 952.225-0003 FITNESS FOR DUTY AND MEDICAL-DENTAL CARE LIMITATIONS applies. See Attachment 10.

- **8.3.6** Expertise. The contractor is responsible for providing personnel who are fully qualified to perform the requirements identified in this performance work statement. As per the Alliant 2 Basic Contract the knowledge and skill level expertise will be applied to this task order. In addition, the contractor is also responsible for providing personnel who possess:
 - Knowledge of Special Operations, SOCOM, and C4ISR systems and networks
 - Knowledge of military tactical data links, encryption equipment, and radio communication devices
 - Knowledge of DoD information assurance, policy, and regulatory requirements.
 - Knowledge of and experience in Local Area Network (LAN) design, operation, maintenance, troubleshooting, and sustainment.

8.4 OCONUS

- 8.4.1 OCONUS Allowances and Government Furnished Services. Contractor personnel stationed OCONUS will receive OCONUS allowances in accordance with the Department of State Standardized Regulations (DSSR) at the same rates as those paid a Government employee of equivalent salary. OCONUS employees will be provided a Synchronized Predeployment & Operational Tracker (SPOT) Letter of Authorization (LOA) authorizing the same Government Furnished Services (IE: Commissary, Mil Exchange, Billeting, Mil Air, Postal Services, Resuscitative Care, Fuel, Dependents Authorized, etc.) as those authorized Government employees of comparable pay.
- **8.4.2 OCONUS Relocation.** This requirement is defined as a long-term tour of duty, anticipated to be three years. As such, the Government will reimburse one round-trip (from CONUS to OCONUS and from OCONUS to CONUS) relocation for a tour of duty for each location. If a contractor is at a permanent OCONUS location and there is a contractor personnel change, the contractor shall be responsible for all costs associated with relocation. The Government shall notify the contractor 90 days in advance if no follow-on effort is to be awarded. Relocation costs, deployment costs, and OCONUS allowances shall be the same as those paid a Government employee at the equivalent salary IAW the DSSR. Contractor may have country-specific requirements when dealing with tax-exemptions etc.
- **8.4.3 OCONUS Travel Allowances.** If the task order requires OCONUS labor support requirements, then additional Cost of Living Allowance (COLA) or Danger/Hardship pay differential will be applied (as Time and Materials for invoicing purposes) to the CONUS labor rates. The foreign locations will be identified by the COR and GSA Contracting Officer and cross check with the Department of State's current listing of Danger Pay and Hardship Posts, listed at http://www.state.gov/rates/custom_search.asp

- **8.4.4 OCONUS Per Diem and Travel Cost.** Any contractor per diem and travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. The Contractor may be required to travel OCONUS in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by submission of Invoice as per PWS Section 8.10.1. Travel in performance of a task order will only be reimbursable to the extent authorized by the GSA Contracting Officer. The Industrial Funding Fee does NOT apply to travel and per diem charges. Reference the Department of State Foreign Per Diem Rates at: http://www.state.gov/m/a/als/prdm/
- **8.4.5 OCONUS Deployments.** Contractor personnel deployed OCONUS are authorized to accompany U.S. Armed Forces (CAAF) deployed outside the United States in contingency operations, humanitarian or peacekeeping operations, and other military operations or military exercises when designated by the Combatant Commander.
- 8.5 **Disclosure of Information.** Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the GSA Contracting Officer. The contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.
- 8.6 Limited Use of Data. Performance of this task order may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the GSA Contracting Officer. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.
- **8.7 Government Furnished Information.** The Government will provide the Contractor with documentation as required. Coordination of specific information will be made with individual 492 SOACS Project Managers at the time of order. All government furnished information (GFI) and government furnished Material (GFM) shall be returned at the completion of this task order. The Government will provide the following within 5 days after award of the order:
 - (a) DoD Directive 5000.1
 - (b) DoD Directive 5000.2
 - (c) USSOCOM Directives 700-10 and 70-1
- **8.8** Government Furnished Items and Facilities. Except for those items or services stated as Government furnished, the contractor must furnish everything needed to perform this task order according to all its terms. As stated in Section 8.1 the task work shall be primarily performed on-

site within Government facilities. The contractor shall also provide training that is necessary for contractor personnel at their own expense.

- 8.9 Other Direct Cost (ODC) As per Section 3.5 the Contractor is authorized to purchase IT support items such as hardware, software, firmware, related supplies/warranties/help desk requirements, technical refresh and other support as needed that are integral and necessary for the performance of this task order. IT Support items are ancillary in nature and integrally related to the contractor's ability to perform the service being acquired, i.e., they must be necessary for the completion of the task. That is, the acquisition of IT Support cannot be the primary purpose of a task order. An IT Support must satisfy the criteria expressed within the scope of the task order and must not duplicate costs covered in other areas of the task order. Such requirements will be identified at the time the task order is issued or may be identified during the course of an order, by the Government or the contractor.
 - **a.** ODC for IT purchases for hardware, software, firmware, related supplies/warranties/help desk requirements, technical refresh and other support as needed that are integral and necessary for the performance of this task order shall be reimbursed in accordance with the billing and payment clauses of this task order. The GSA Contracting Officer will establish a not-to-exceed IT Support ceiling and determine the fair and reasonableness of the proposed price/prices. Materials on T&M Orders must comply with FAR 52.232-7 Payments Under Time-and-Materials and Labor Hour Contracts (Feb 2007). Indirect Costs on T&M Orders must comply with FAR 52.232-7 Payments Under Time-and-Materials and Labor Hour Contracts (Feb 2007).
 - **b.** Prior to acquiring ODC for IT items, the contractor shall submit a request form (in contractor format) to the COR or ACOR for verification and technical acceptance. This form must identify the item(s) to be purchased, estimated cost(s), vendor, and reason for purchase.

In ODC for IT purchase requests that are over the Simplified Acquisition Procedures (SAP) threshold level (currently set at \$150,000.00) and are <u>not</u> sole-source/brand name procurement, then the contractor must obtain multiple quotes to ensure best value to the Government.

In ODC for IT purchase requests that are over the SAP level and the requirement is a sole-source/brand name procurement, then the government must first approve the IT Support purchase in accordance with FAR 6.302-1. The COR or ACOR will provide the signed "Class Justification and Approval to Procure Using Other Than Full and Open Competition" documentation to GSA Contracting Officer for Contracting Officer Certification.

In ODC for IT purchase requests that are over the SAP level, the contractor shall also submit an "Actual ODC Documentation Summary" (in contractor format), showing ODC procurement with multiple quotes and final price and/or the sole-source/brand name procurement final price into the GSA ASSIST portal for Invoice Acceptance Information form when submitting monthly invoices.

c. The Contractor will then submit to the GSA Contracting Officer the COR or ACOR technically approved ODC request form to GSA through an Post Award Collaboration Memo via ASSIST. The GSA Contracting Officer is responsible for the review and approval of the request. In some

instances, a task order modification may be required to acquire the ODC Support. In that situation, the ODC may not be purchased prior to award of the modification.

d. The Government has established a total not-to-exceed ODC for IT Support budget of \$247,203.00 for the entire Task Order.

| Period of | ODC for IT |
|-----------------|---------------------|
| Performance | Support |
| Base Period: | \$112,365.00 |
| Option Period 1 | \$67,419.00 |
| Option Period 2 | \$67,419.00 |

- **8.10 Reimbursable Costs.** The inclusion of reimbursable costs is a direct allocation of costs associated with support of this task order. All reimbursable costs must be in conformance with the task order requirements and authorized by the COR or ACOR and the GSA Contracting Officer.
- **8.10.1 Travel.** The contractor may be required to travel to services various locations CONUS and OCONUS locations as directed by the Government. All travel must be authorized by the COR or ACOR and be in compliance with the task order and all other applicable requirements. Travel cost will not be approved for local travel, (less than 50 miles) from permanent operating locations. All travel must be performed in accordance with the Federal Joint Travel Regulation (JTR) to include per diem limits of reimbursements.
 - **a.** Travel will be cost reimbursable no fee and will be reimbursed at actual cost in accordance with the limitations set forth in **FAR 31.205-46**. Profit shall not be applied to travel costs. Contractor may apply indirect costs to travel in accordance with the contractor's usual accounting practices consistent with **FAR 31.2**. The contractor shall ensure that the requested travel costs will not exceed the amount authorized in this task order.

A contractor-generated travel authorization request form shall be submitted to the COR, or the ACOR for authorization signature. The approved travel request (see Attachment 1 – Travel Expense Summary, Tab -Example of Travel Request) shall be posted in GSA ASSIST and a Post Award Collaboration Memo prior to the travel. The form shall identify the name(s) of travelers, dates of trip(s), location(s), estimated cost(s), purpose and an estimate of the remaining travel funds available. No travel shall be made without government authorization. The contractor shall also submit the Travel Expense Summary (as listed in Section 11.4) into GSA ASSIST Invoice Acceptance Information form when submitting monthly invoices.

- **c.** The Government will establish the locations and the duration of travel as required.
- d. The Government has established a total not-to-exceed travel budget of \$\frac{\\$700,000.00}{\}\$ for the entire Task Order.

| Period of | |
|--------------|---------------------|
| Performance | Travel |
| Base Period: | \$300,000.00 |

| Option Period 1 | \$200,000.00 |
|-----------------|---------------------|
| Option Period 2 | \$200,000.00 |

- **e.** Furthermore, the contractor must clearly identify any subcontractor or team member indirect costs.
- **8.11 Privacy Act.** Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.
- **8.12 Security.** All C2MS-BT personnel will have a minimum of a SECRET clearance at the start of performance. Administrative, financial, unclass development, and other personnel may be granted a waiver for the SECRET clearance by the COR in writing. The government will review all waivers with the contractor every six months. The Government requires a minimum of fifteen (11) of the following contractor personnel who will be required additional access to JWICS, SOCRATES, and other TOP SECRET (TS), SCI, & Special Access Programs (SAP) and are required to possess a current Single Scope Background Investigation (SSBI) (less than five years old) throughout the life of the task order. These TS contractor positions are:
 - All deployed (enduring) personnel 4 Personnel
 - RF Engineers 3 Personnel
 - SAMS-ESA 2 Personnel
 - Lead Engineer and Backup Engineer 2 Personnel

This is a hybrid type task order requirement that includes Firm Fixed Price (FFP) and Time and Materials (T&M) requirements that may be unknown at time of award. As such, more TS requirements may be necessary as future requirements become known. Additional Top Secret Clearances above the stated minimum provides the government with additional resources to meet the mission and is highly desired. Personnel assigned to support 352 SOW at Mildenhall AB must be eligible for North Atlantic Treaty Organization (NATO) access.

Status of pending security actions will be tracked by the contractor and reported in monthly reports.

All work is to be performed in accordance with DoD Operational Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254. Completed DD254 forms shall be submitted to the designated GSA Project Manager for the official task order file.

8.13 Information Security Requirements

a. Controlled unclassified information (CUI) is official information that requires the application of controls and protective measures for a variety of reasons and has not been approved for public release, to include technical information, proprietary data, information requiring protection under the Privacy Act of 1974, and Government developed privileged information involving the award of contracts.

CUI is a categorical designation that refers to unclassified information that does not meet the standards for National Security Classification under Executive Order 12958, as amended, but is (a)

pertinent to the national interest of the United States or to the important interests of entities outside the Federal Government, and (b) under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination.

- **b.** Minimum Requirements for Access to Controlled Unclassified Information (CUI): Prior to access, contractor personnel requiring access to controlled unclassified information (CUI) or "user level access to DoD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information" who do not have clearance eligibility are required to submit a Questionnaire for Public Trust Positions (Standard Form 85P) through the cognizant Facility Security Officer or contractor entity representative to 492 SOACS, for a suitability determination by a Central Adjudication Facility.
- **c.** Minimum Protection Requirements for Controlled Unclassified Information (CUI): Contract deliverables taking the form of unclassified limited-distribution documents (e.g., For Official Use Only (FOUO), Distribution Statement Controlled) are not authorized for public release and, therefore, shall not be posted on a publicly accessible web server or electronically transmitted via E-Mail unless appropriately encrypted.

8.14 Operations Security

a. Operations Security (OPSEC) is concerned with the protection of critical information: facts about intentions, capabilities, operations, or activities that are needed by adversaries or competitors to bring about failure or unacceptable consequences of mission accomplishment.

Critical information includes information regarding:

- Operations, missions, and exercises, test schedules or locations;
- Location/movement of sensitive information, equipment, or facilities;
- Force structure and readiness (e.g., recall rosters);
- Capabilities, vulnerabilities, limitations, security weaknesses;
- Intrusions/attacks of DoD networks or information systems;
- Network (and system) user IDs and passwords;
- Movements of key personnel or visitors (itineraries, agendas, etc.); and
- Security classification of equipment, systems, operations, etc.
- **b.** The contractor, subcontractors and their personnel shall employ the following countermeasures to mitigate the susceptibility of critical information to exploitation, when applicable:
- Practice OPSEC and facilitate OPSEC awareness;
- Immediately retrieve documents from printers assessable by the public;
- Shred sensitive and Controlled Unclassified Information (CUI) documents when no longer needed;
 - Protect information from personnel without a need-to-know;
 - When promulgating information, limit details to that essential for legitimacy;
 - During testing and evaluation, practice OPSEC methodologies of staging out of sight, desensitization, or speed of execution, whenever possible.

8.15 Clearances. The highest level of security clearance required for this effort is TOP SECRET/SCI, (see PWS Section 8.12 for additional requirements). However, the majority of the effort is at the SECRET level. As per PWS Section 8.12, TOP SECRET/SCI clearances will be minimal and authorized by the Client Representative (CR) on an as-needed basis only. However, the contractor shall maintain personnel who are TS/SCI eligible.

The contractor shall have access to SCI, NON-SCI intelligence information, and For Official Use Only (FOUO) information. In performing these task order requirements, the contractor shall receive and generate classified information, fabricate, modify, or store classified hardware, and have Operations Security (OPSEC) requirements. The contractor is responsible for providing employee clearance information to the Client Representative (CR) and/or local security officer for use in preparing a DD-254 form. Contractor key personnel performing on this task order shall have a SECRET clearance at the start of the task order.

This work effort involves the contractor having access to and/or safeguarding of classified information/material and shall require as set forth in PWS Section 8.12 additional access to other classified programs. Other work performed under this Task Order may require lower clearance levels appropriate for Task Order performance. Contractors having access to and/or safeguarding classified information/material shall require the appropriate security clearance. The security policies, procedures and requirements stipulated in the NISP; NISPOM and supplements thereto are applicable, to include the following security requirements and/or guidance whenever task order performance will occur on a DoD installation or within a DoD controlled facility or activity:

- a. Disclosure of Information: The contractor shall not release to anyone outside the contractor's organization any classified information, regardless of medium (e.g., film, tape, document, etc.), pertaining to any part of this TO or any program related to this TO, unless: (1) The CO has given prior written approval; or (2) The information is otherwise in the public domain before the date of release. Request for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The contractor shall submit its request to the CO at least forty-five (45) days before the proposed date for the release. The contractor agrees to include a similar requirement in each subcontract under this TO. Subcontractors shall submit request for authorization to release through the prime contractor to the CO.
- b. The contractor's procedures for protecting against unauthorized disclosure of information shall not require DoD employees or members of the Armed Forces to relinquish control of their work product, whether classified or not, to the contractor.
- c. Prior to beginning operations involving classified information at the Government facility, in accordance with Section 8:12 All contractor personnel will have a minimum of a SECRET clearance at the start of performance, as per the Classification Specification 9, draft DD Form 254, attached to this solicitation, the contractor shall enter into a security agreement (or understanding) with the local Government security office. This will ensure contractors follow local security procedures while performing at the Government facility. As a minimum, the agreement shall identify the security actions that will be performed: (a) By the Government facility for the contractor, such as providing storage and classified reproduction facilities, guard services, security forms, security reviews under DoD 5220.22-M, classified mail services, security badges, visitor control, and investigating security incidents; and (b) Jointly by the contractor and the installation,

- such as packaging and addressing classified transmittals, security checks, internal security controls, and implementing emergency procedures to protect classified information.
- d. Pursuant to Section 808 of Publication. L. 102-190 (DFAS 204, Subpart 204.402(2)), DoD employees or members of the Armed Forces who are assigned to or visiting a contractor facility and are engaged in oversight of an acquisition program will retain control of their work product. Classified work products of DoD employees or members of the Armed Forces shall be handled in accordance with DoD 5220.22-M. Contractor procedures for protecting against unauthorized disclosure of information shall not require DoD employees or members of the Armed Forces to relinquish control of their work products, whether classified or not, to a contractor.
- e. If a visit to a contractor facility will require access to classified information, the visitors must give the contractor advance written notice.
- f. When TO performance will involve classified information, the CO will ensure that the DD Form 254, Contract Security Classification Specification, includes the complete mailing address of the Information Security Program Manager (ISPM) and the responsible MAJCOM security forces. Promptly after TO award, the CO will provide a copy of the DD Form 254 to each addressee on the DD Form 254.
- g. Work on this project may require that personnel have access to Privacy and other sensitive information. Personnel shall adhere to the Privacy Act, Title 5 of the United States code, section 552a and applicable Client Agency rules and regulations.
- h. Contractor personnel shall not divulge or release privacy data or information developed or obtained in the performance of this TO, until made public or specifically authorized by the Government. The contractor shall not use, disclose, or reproduce third party companies' proprietary data, other that as authorized and required in performance of this TO. Personnel working on this project will be required to sign a NDA (Section 10.4, Attachment (4) immediately upon their start on the project. The contractor's procedures for protecting against unauthorized disclosure of information shall not require DoD employees or members of Armed Forces to relinquish control of their work product, whether classified or not, to the contractor.
- **8.16 Monthly Status Report.** The contractor shall identify and report all program management actions and the financial management status in a Monthly Status Report (MSR), and as requested by the Government. Report shall be due ten (10) work days following the close of the calendar month. An invoice may <u>not</u> be used in lieu of any portion of this report. This report shall be electronically delivered to the COR and ACOR via GSA ASSIST and, at a minimum, contain the following information:
 - a. Task order number
 - **b.** Task order title
 - c. Reporting period
 - **d.** Brief description of requirements
 - **e.** Brief summary of accomplishments during the reporting period and significant events regarding the task order, including the associated contractor employee names
 - **f.** Any current or anticipated problems

- **g.** Staffing changes
- **h.** Brief Summary of activity planned for the next reporting period
- i. Description of any travel or unique services provided
- **j.** Deliverable summary (deliverable name, due date, % completed, submittal date, comments)
- **k.** In accordance with PWS Section 1.7, report in the MSR, if the costs at the CAR level will exceed **75 percent** of the total of the funded amount.
- **l.** Billing summary:
 - (1) Labor hours for each skill level (SL) category (specify the contractor employee name and SL);
 - (2) Total labor charges for each skill category;
 - (3) Support Items. Support Items must be individually itemized and specified by each individual category, i.e. travel and per diem, training, security check fees, commodities;
 - (4) Total Support Item charges including G&A if allowed;
 - (5) Total monthly charges.

8.16.1 Other Documentation: Other required deliverables include, but are not limited to:

- AFSOC Development & Engineering Products (DoDAF views, diagrams, briefings, etc)
- Operations and Maintenance records, logs, & analyses
- Technical data packages, drawings, schematics, manuals, documentation, etc.
- Project Documentation including briefings, estimates, performance metrics, integrated master plans and schedules, minutes, etc
- Technical reports, studies, assessments
- Program documentation, process documentation, & continuity binders
- Trip reports
- Original receipts, travel vouchers, etc. completed in accordance with Government Travel
 Regulations shall be maintained by the contractor to support charges other than labor hours and
 made available to Government auditors upon request. Note: Travel charges must include the
 traveler's name, dates of travel, destination, purpose of travel and actual cost for each trip.
- Training materials in appropriate formats and approved by Client
- **8.17 Personal Service.** GSA will not issue orders to provide services prohibited by **FAR Part 37.1**. The administration and monitoring of the contractor's performance by GSA or the Client Representative shall not be as detailed or continual as to constitute supervision of contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel, such as interviewing, appraising individual performance, scheduling leave or work, or directing how to perform work.

GSA meets the needs of its clients for support through non-personal services contracts/task orders. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract/task order, the contractor shall adhere to the following guidelines in the performance of the task.

- **a.** Provide for direct supervision of all task order employees assigned to the task.
- **b.** Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- **c.** Ensure close communication/coordination with the GSA Customer Account Manager, reporting problems to them as they occur (not waiting for a meeting).
- **d.** Do not permit Government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government jobs.
- e. Do not assign contractor personnel to work under direct Government supervision.
- **f.** Maintain a professional distance from Government employees.
- **g.** Provide contractor employees with badges, if appropriate, identifying them as contractors.
- **h.** Ensure proper communications with the Government. Technical discussions and Government surveillance are acceptable, but the Government cannot tell the Contractor how to do the job.
- i. Assign a task leader to the task order. The task leader or alternate shall be the only one who accepts tasking from the assigned Government point of contact or alternative.
- **j.** When travel is required for the performance on a task, contractor personnel are only to travel as directed by their task order management.
- **8.18 Section 508 Compliance.** All electronic and information technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at http://www.section508.gov.
- **8.19 Past Performance.** The Government will provide and record Past Performance Information for acquisitions over the simplified acquisition threshold (SAT) utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS).
- **8.20 Problem Resolution.** The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA PM as soon as possible. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor shall work cooperatively with the Government to resolve issues as they arise.
- **8.21** Contingency Response Support. In the event of a national defense, national disaster, or similar crisis, the contractor shall provide, as directed by the Government lead, a contingency response capability to rapidly assist 492 SOACS in the documentation and assessment of operational shortfalls or capability gaps, situational analyses, identification of potential IT solutions, and systems engineering recommendations to help mitigate loss of life or property to U.S. personnel. The contractor shall assist 492 SOACS in the establishment of emergency IT networks, databases, web sites, or obtaining peripheral IT support equipment (i.e. COTS routers, servers, OS licenses) in response to such disasters until relieved by the local Government lead or return to normal operations has been declared.

- **8.22 Contractor Conversion.** This is to give notice that the Government may convert all, some, or none of the contractor positions to Civil Service at some time during the life of this task order. The support provided under this task order may or may not be affected.
- **8.23 Distribution Limitations Statement.** Technical documents generated under this delivery order shall carry the following Distribution Limitation Statement. Word-processing files shall have the statements included in the file such that the first page of any resultant hard copy shall display the statements. Additionally, each diskette delivered shall be marked externally with the statements and proper security classification.

DISTRIBUTION AUTHORIZED TO DOD AND U.S. DOD CONTRACTORS ONLY; ADMINISTRATIVE /OPERATIONAL USE, (DATE STATEMENT APPLIED). OTHER REQUESTS FOR THIS DOCUMENT SHALL BE REFERRED TO 492 SOACS.

NO DISTRIBUTION OF THIS DOCUMENT SHALL BE MADE TO DTIC. NO SECONDARY DISTRIBUTION AUTHORIZED WITHOUT PRIOR WRITTEN APPROVAL OF 492 SOACS.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration act of 1979, as amended Title 50, U.S.C., app 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

Destruction Notice - For classified documents, follow the procedures in DoD 5220.22-M, National Industrial Security Program Manual, Chapter 5, Section 7, or DoD 5200.1-R, Information Security Program regulation. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

- **8.24** Release of Information. All technical data provided to the contractor by the Government and/or developed by the contractor for the government shall be protected from public disclosure in accordance with the markings contained thereon and by paragraphs 8.0 and 9.0 above. All other information relating to the items to be delivered or services to be performed under this contract, including hardware contractor proprietary information may not be disclosed by any means without prior approval of the appropriate 492 SOACS authority. Dissemination or public disclosure includes, but is not limited to: permitting access of such information by foreign national or by any other persons or entities; publication of technical or scientific papers; advertising; or any other proposed public release. The contractor shall provide adequate physical protection of such information so as to preclude access by any person or entity not authorized such access by the Government.
- **8.25** Organizational Conflicts of Interest (OCI): All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5 and DFAR Subpart 209.5. "Offeror" as used in this solicitation section addressing OCIs shall include all vendors that the company submitting this proposal has entered into a contractor teaming agreement or prime contractor subcontractor relationship with in connection with its proposal submission for this acquisition.

If the Offeror is currently providing support or anticipates providing support to the Government that presents an actual or potential OCI with the requirements for this acquisition, OR, if the

Offeror is currently performing or anticipates performing any other work for the Government under any proposal for any solicitation relating to the requirements for this order, the Offeror shall include in its proposal submission:

- (1) a statement identifying and describing the actual or potential OCI, and
- (2) a proposed OCI mitigation plan detailing the offeror's recommendation for how the potential OCI may be avoided, neutralized and/or mitigated.

If the Government determines an OCI cannot avoided, neutralized, or mitigated, the offeror may be excluded from consideration for award.

In the event that this Task Order requires activity that would create an actual or potential conflict of interest, the Contractor shall:

- a. Notify the GSA Contracting Officer of the actual or potential conflict, and not commence work on any task requirement that involves a potential or actual conflict of interest until specifically notified by the GSA Contracting Officer to proceed;
- b. Identify the conflict and recommend to the GSA Contracting Officer an alternate tasking approach which would avoid the conflict;
- c. If the GSA Contracting Officer determines that it is in the best interest of the Government to issue the Order, notwithstanding a conflict of interest, a request for waiver shall be submitted in accordance with FAR 9.503.
- d. Additionally, each contractor employee assigned to this task order shall sign an Organizational Conflict of Interest Statement. (See Attachments 3) The contractor shall submit the executed Organizational Conflicts of Interest Statements through GSA ASSIST Post Award Collaboration Memo for Government Approval.

9.0 Invoices and Payment Information.

9.1 Invoice Submittal. A copy of the invoice for the task and all Task Items, must be submitted to the GSA ASSIST portal (https://portal.fas.gsa.gov). The Client Representative and GSA Customer Account Manager must approve the invoice in GSA ASSIST portal prior to payment. The payment information must satisfy a three-way match (ASSIST, GSA finance center, and SAM) for the invoice to be successfully processed for payment.

If the contractor submits a revised invoice, the revised invoice must include: 1) a unique invoice number, 2) a brief explanation, and 3) a cross-reference to any previous invoice submittals for tracking purposes and avoiding duplication. Copies of receipts, travel vouchers, etc., that have been completed in accordance with the applicable Government regulations must be attached to the invoice to support charges for other than employee labor hours. Original receipts shall be maintained by the contractor and made available to Government auditors upon request. Reimbursable costs must not exceed the limit(s) specified in the task order. The Government will not pay charges that are not specifically identified in the task and approved, in advance, by the Government. Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

- **9.2** Payment Schedule. The contractor shall invoice for work performed the prior month.
- **Release of Claims (GSA Form 1142)** to the Contracting Officer, within forty-five (45) calendar days after the end of the performance period. After the final invoice has been paid, the contractor shall receive a unilateral modification for task order closeout. Order close-out will be accomplished within the guidelines set forth in FAR Part 4, Administrative Matters, and FAR Pat 42, Contract Administration and Audit Services, specifically utilizing FAR 42.708, Quick-Closeout Procedures

10.0 References.

10.1 Definitions & Acronyms.

ACOR Alternate Contracting Officer's Representative

ADLS Advanced Distributed Learning System

AFI Air Force Instruction

AFMC Air Force Material Command

AFOSH Air Force Office of Safety and Health AFSOC Air Force Special Operations Command

ASSIST GSA's IT Solutions Shop (web-based order processing system)

C2MM Command and Control Mission Management

CAE Contractor Acquired Equipment
CAM Contractor Acquired Material
CAM Customer Account Manager
CAP Contractor Acquired Property
CDRL Contract Data Requirements List
CFSR Contract Funds Status Reports

CO Contracting Officer
CONOP Concept of Operation
CONUS Continental United States

COR Contracting Officer's Representative

COTS Commercial-Off-The-Shelf

CWDE Chemical Warfare Defense Ensemble

DoD Department of Defense

DODI Department of Defense Instruction
DRT Digital Receiver Technology
DSO Direct Support Operator
EDM Engineering Design Model

EMSEC Emission Security

ESDS Electro Static Discharge Sensitive FAR Federal Acquisition Regulation

FoS Family of Systems FMV Full Motion Video

GCCS Global Command and Control system
GFE Government-Furnished Equipment
GFM Government Furnished Material
GFP Government Furnished Property

GUI Graphical User Interface
IA Information Assurance
IATO Interim Authority to Operate
IMOM Improved Many On Many

JSOC Joint Special Operations Command

KuSS Ku-Band Spread Spectrum LRM Line Replaceable Module LRU Line Replaceable Unit

MDM Mobile Device Management/Manager

MSG Maintenance Support Guide
OCONUS Outside Continental United States
OEM Original Equipment Manufacturer

OIC Officer In Charge PEX Patriot Excalibur

PFPS Portable Flight Planning Software

PMBOK Project Management Body of Knowledge

PWS Performance Work Statement

QASP Quality Assurance Surveillance Program Plan

QCP Quality Control Plan
SA Situational Awareness
SATCOM Satellite Communications
SAP Special Access Program

SCI Sensitive Compartmented Information

SCIF Sensitive Compartmented Information Facility

SOCOM Special Operations Command SOF Special Operations Forces

SOMPO Special Operations Mission Planning Office

SRU Shop Replaceable Unit

SSBI Single Scope Background Investigation

STIG Security Technical Implementation Guidelines

TACLAN Tactical Local Area Network

TBMCS Theater Battle Management Core Systems

TD Technical Directives
TM Technical Manual

TO Task Order

TRS Tactical Receive Segment

TS Top Secret

TSO Tactical Systems Operator

USSOCOM United States Special Operations Command

VPP Volume Purchase Plan

10.2 Applicable Documents & Standards

Attachment 9 – List of Applicable Standards & Documents, of the exact issue shown, form a part of this PWS to the extent specified herein. In the event of conflict between the documents referenced herein and the contents of this PWS, the contents of this PWS shall take precedence.

10.3 Certifications.

- **a.** Contractors performing IA functions as outlined in DoD 8570.01-M require an Information Assurance Technical (IAT) Level 1 certification within 180 days of date of award of the base period of performance. Personnel filling network administration positions must obtain and maintain the appropriate certifications i.e. A+, Network +, System Security Certified Practitioner (SSCP) certification. Contractor personnel are required to register their certifications at https://dwc.dmdc.osd.mil/appj/dwc and provide a copy of their certificate to the unit 8570 monitor to be included in the annual reporting.
- **b.** In addition to the baseline IA certification requirement for IAT Level 1, personnel with privileged access must obtain appropriate Computing Environment (CE) certifications for the operating system(s) and/or security related tools/devices they support as required by their employing organization. If supporting multiple tools and devices, an IAT should obtain CE certifications for all the tools and devices they are supporting.

10.4 Documents.

Items 5, 8, 9, 10 will be provided to the contractor within 15 days of the start of performance.

- 1. Travel Expense Summary
- 2. DD Form 254 DRAFT
- 3. KTR Conflict of Interest Statement.doc
- 4. KTR Non-Disclosure Statement.doc
- 5. C2MS-BT Products and Services
- 6. Reserved
- 7. Reserved
- 8. AFSOC D&E Process
- 9. List of Applicable Standards and Documents
- 10. JCC-IA AI Jan 2010.pdf

11.0 Federal Acquisition Regulation

11.1 FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998). This is an Alliant 2 task order incorporates Alliant 2 Clauses as applicable. The following additional clauses incorporate one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

https://www.acquisition.gov/far/index.html.

| FAR 52-204-2 Security Requireme | nts (1 | Aug. | 1996) |
|---------------------------------|--------|------|-------|
|---------------------------------|--------|------|-------|

FAR 52-204-9, Personal Identity Verification of Contractor Personnel (Jan 2011).

FAR 52.204-18, Commercial and Government Entity Code Maintenance (Jul 2016)

FAR 52.222-17, Non-displacement of Qualified Workers (May 2014)

FAR 52.212-4, Contract Terms and Conditions – Commercial Items, Alternate I (Jan 2017)

FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition $(Feb\ 2007)$ FAR 52.224-2 Privacy Act.(Apr 1984) FAR 52.227-23 – Rights To Proposal Data (Technical) (JUN 1987) To be announced To be announced FAR 52.232-7, Payments under Time and Materials and Labor-hour Contracts (Feb 2007) FAR 52.232-22 Limitation of Funds (Apr 1984). FAR 52.232-39, Unenforceability of Unauthorized Obligations (Jun 2013) FAR 52,242-5, Payments to Small Business Subcontractors (Jan 2017) DFAR 252.201-7000, Contracting Officer's Representative (Dec 1991) DFAR 252.203-7000, Requirements Relating to Compensation of Former DoD Officials (Sep 2011) DFAR 252.203-7002, Requirement to Inform Employees of Whistleblower Rights (Sep 2013) DFAR 252.203-7003, Agency Office of the Inspector General (Dec 2012) DFAR 252.204-7000, Disclosure of Information (Oct 2016) DFAR 252.204-7003, Control Of Government Personnel Work Product (Apr 1992) DFAR 252.204-7005 Oral Attestation of Security Responsibilities (Nov 2001) DFAR 252.204-7009, Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (Oct 2016) DFAR 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (Oct DFAR 252.204-7015, Notice of Authorized Disclosure of Information for Litigation Support (May 2016) DFAR 252.205-7000, Provision of Information to Cooperative Agreement Holders (Dec 1991) DFAR 252.209-7004, Subcontracting with Firms That Are Owned or Controlled by The Government of a Country that is a State Sponsor of Terrorism (Oct 2015) DFAR 252.211-7003, Item Unique Identification and Valuation (Mar 2016) (c)(1)(i) NONE(ii) NONE (iii) NONE (iv) NONE DFAR 252.211-7007, Reporting of Government-Furnished Property (Aug 2012) DFAR 252.211-7008, Use of Government-Assigned Serial Numbers (Sep 2010) DFAR 252.216-7009 Allowability of Legal Costs Incurred in Connection With a Whistleblower Proceeding. (Sep 2013) DFAR 252.219-7003 Small Business Subcontracting Plan (DoD Contracts) (Dec 2018) DFAR 252.223-7004 Drug-Free Work Force (Sep 1998) DFAR 252.223-7006, Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials (Sep 2014) DFAR 252.225-7012, Preference for Certain Domestic Commodities (Dec 2017) DFAR 252.225-7048, Export-Controlled Items (Jun 2013) DFAR 252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (Sep 2004) DFAR 252.227-7000 Non-Estoppel (Oct 1966) DFAR 252.227-7013, Rights in Technical Data – Noncommercial Items (Feb 2014)

DFAR 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked

DFAR 252.227-7015, Technical Data – Commercial Items (Feb 2014) DFAR 252.227-7016, Rights in Bid or Proposal Information (Jan 2011)

| with Restrictive Legends (May 2013) |
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| DFAR 252.231-7000 Supplemental Cost Principles (Dec 1991) |
| DFAR 252.232-7010, Levies on Contract Payments (Dec 2006) |
| DFAR 252.239-7000, Protection Against Compromising Emanations (Jun 2004) |
| DFAR 252.239-7001, Information Assurance Contractor Training and Certification (Jan 2008) |
| DFAR 252.239-7018, Supply Chain Risk (Sep 2018) (DEVIATION 2018-00020) |
| DFAR 252.243-7001, Pricing of Contract Modifications (Dec 1991) |
| DFAR 252.243-7002, Requests for Equitable Adjustment (Dec 2012) |
| DFAR 252.244-7000 Subcontracts for Commercial Items (Jun 2013) |
| DFAR 252.244-7001 Contractor Purchasing System Administration (May 2014) |
| DFAR 252.245-7001, Tagging, Labeling, and Marking of Government-Furnished Property (Apr 2012) |
| DFAR 252.245-7002, Reporting Loss of Government Property (Dec 2017) |
| DFAR 252.245-7003, Contractor Property Management System Administration (Apr 2012) |
| DFAR 252.245-7004, Reporting, Reutilization, and Disposal (Dec 2017) |
| DFAR 252.247-7023, Transportation of Supplies by Sea (Apr 2014) |
| DFAR 252.251-7000, Ordering From Government Supply Sources (Aug 2012) |

11.2 Clauses Incorporated in Full Text.

- FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000). The Government may extend the term of this task order by written notice to the contractor within 30 calendar days before the task order expires; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 60 calendar days before the task order expires. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended task order shall be considered to include this option clause. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 11 months.
- DFARS 252.201-7000, Contracting Officer's Representative (Dec 1991).

Definition. "Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

If the Contracting Officer designates a Contracting Officer's Representative (COR), the contractor shall receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the Contracting Officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

| • FAR 52.227-23 – Rights To Proposal Data (Technical) (J | (JUN 1987). | |
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| Except for data contained on pages <u>to be announced</u> , it is agreed that as a condition of |
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| award of this contract, and notwithstanding the conditions of any notice appearing thereon, the |
| Government shall have unlimited rights (as defined in the "Rights in Data—General" clause |
| contained in this contract) in and to the technical data contained in the proposal dated |
| to be announced, upon which this contract is based. |

• FAR 252.209- 7999 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law.

REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2012- 00004) (JAN2012)

- (a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012, (Pub.L.112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that-
 - (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
 - (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that-

- (1) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,
- (2) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

• DFARS 252.232-7007, LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) <u>[Contracting Officer insert after negotiations]</u> is/are incrementally funded. For this/these item(s), the sum of \$ [Contracting Officer insert after]

<u>negotiations</u>] of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

- (b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor shall notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."
- (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.
- (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."
- (f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

- (g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.
- (h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."
- (i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.
- (j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

| On execution of contract | \$ |
|--------------------------|----|
| (month) (day), (year) | \$ |
| (month) (day), (year) | \$ |
| (month) (day), (year) | \$ |
| (End of clause) | |

11.3 Incremental Funding. The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next sixty (60) days, when added to all costs previously incurred, will exceed **75 percent** of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days (60) before the end of the period specified in the Schedule, the contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the task order or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

11.4 GSA Regional Policy for End of the Fiscal Year Funding: In Accordance with the Regional GSA FAS policy, the following are the procedures for acceptance of funds near the end of the fiscal year. This policy only applies to annual funds with an expiration date of the fiscal year (September 30), and does not apply to funding request by Multi-year or No-Year funds for which the obligation period extends beyond September 30th.

This policy is updated each year based on calendar dates and requirements of the agency. Each year in June, the policy will be updated as required. The Funding Acceptance Cut-off Dates indicates the last day funding acceptance actions can be processed without a waiver. A notice will be made to the contractor that will inform when the end of the year funding cutoff date will be made. .

Funding receive by GSA via the GSA Funding Mailbox: red4fundingdocuments@gsa.gov past these dates will not be accepted without a GSA Funding Acceptance Waiver. Acceptance of funds received on or after the cut-off dates shall be based on a case by case determination subject to the approval by the respective GSA AASD approving official. Funds less or equal \$5Million will be authorized for acceptance by a Region 4 Section Chief. Funds over \$5Million will be authorized for acceptance by an AASD Branch Chief or Deputy Director.

Request for waiver approval must be submitted and approved internally by GSA AASD. A Request for waiver approval must include all the required elements and be submitted and approved via Regional guidance. Pursuant to GSA Acquisition policy, the following elements will be considered when accepting funds late in the fiscal year:

- i. Nature of what will be provided,
- ii. Whether goods, severable services or non-severable services,
- iii. Limitation of funds
- iv. Whether the funds are annual, multi-year, or no-year.